

District Judge Benjamin H. Settle

UNITED STATES DISTRICT COURT FOR THE
WESTERN DISTRICT OF WASHINGTON
AT TACOMA

RICK OLMTEAD,

Plaintiff,

v.

RAY MABUS,

Defendant.

CASE NO. 3:13-cv-05051-BHS

DECLARATION OF
AMY T. KNAPP

I, AMY T. KNAPP, declare under penalty of perjury, as provided by 28 U.S.C.
§ 1746, that the following is true and correct to the best of my knowledge:

1. I am a Supervisory Human Resource Specialist, at the Office of Civilian Human Resources – Silverdale, 3230 NW Randall Way, Silverdale, WA 98383-7952. Part of my duties involves managing processes and records for hiring and promotion of civilian employees for Navy activities that we serve. This includes the Puget Sound Naval Shipyard and Intermediate Maintenance Facility (“Shipyard”).
2. The process for promotion is set forth by government-wide regulations. The electronic programs used are “USAJOBS” and “USA Staffing,” and they are based on the controlling regulations. Using a promotion to Pipefitter Supervisor II at the Shipyard as an example, the process for promotion is as follows:
 - a. When there is a vacancy or a need for a new Pipefitter Supervisor II at the Puget Sound Naval Shipyard and Intermediate Maintenance Facility (“Shipyard”), a request for personnel action (RPA) is prepared and forwarded

Declaration of AMY T. KNAPP
3:13-cv-05051-BHS

UNITED STATES ATTORNEY
700 STEWART STREET, SUITE 5220
SEATTLE, WASHINGTON 98101
(206) 553-7970

1 to the Office of Civilian Human Resources Operations Center (OCHR)
2 Silverdale in Silverdale, WA. This is where I work and it is a Navy activity
3 separate from the Shipyard.

- 4 b. A Human Resource Specialist from OCHR-Silverdale works with the
5 Selecting Official to prepare a job analysis using the major duties of the
6 position. The "Selecting Official" is a title giving rights under the automated
7 program, discussed below, but the actual selection may be made by someone
8 more directly involved in the promotion, such as a Program Director.
- 9 c. A job announcement and rating assessment are prepared from the job analysis
10 and posted on the USAJOBS website. An advance copy of the job
11 announcement and rating assessment are sent to the Selecting Official three
12 days before it is posted. The Selecting Official can seek changes during the
13 three-day period.
- 14 d. Applications are received during the period the job announcement is open.
- 15 e. Applications flow electronically from USAJOBS to USA Staffing, a
16 computerized staffing program used throughout the government. USA
17 Staffing is used to score the applications using the applicants' responses to the
18 rating assessment. The program automatically scores the applicants'
19 responses to the rating assessment and prepares a "best qualified" list.
- 20 f. A Human Resources Specialist reviews the "best qualified" list to make
21 certain each of the applicants meet the minimum job qualifications and is
22 within the area of consideration based on the applicants' resume and self
23 certified responses to the rating assessment. The specialist may request higher
24 level approval to lower an applicant's best qualified score when the
25 experience documented in the resume does not support the self certified
26 responses to the rating assessment. Lowering an applicant's best qualified
27 score when otherwise determined to meet the basic position requirements is
28 infrequent.

- 1 g. Using the automated program, the OCHR-Silverdale issues the best qualified
2 certificate to the Selecting Official, and then notifies the applicants of the
3 outcome of the automated review. Those not making the best qualified
4 certificate are notified that they are not being further considered for the
5 position.
- 6 h. OCHR-Silverdale then waits for the return of the best qualified certificate.
7 This involves being notified if there is a selection or if no selection is being
8 made. The Selecting Official has 15 days to make the decision, but the
9 process allows for an automatic 10 day extension if this first deadline is not
10 met. After that, any further extension beyond 25 days must be requested and
11 approved. The best qualified certificate is meant to be time sensitive.
- 12 i. The Selecting Official receives email notification when the best qualified
13 certificate that lists the names of the candidates for consideration for selection
14 is available in Selection Manager (Selection Manager is part of the USA
15 Staffing suite and is a web based application that selecting officials log into to
16 consider candidates and make selections).
- 17 j. The hiring activity then makes a selection from the best qualified certificate.
18 The best qualified certificate lists candidates in alphabetical order, and the
19 selecting official may select any of the candidates on the certificate. The
20 choice among the best qualified candidates can be made by the selecting
21 official alone, or after review by a rating panel or committee, with or without
22 interviews (selecting officials/panels can decide whether to interview, how
23 many to interview, or not to interview at all), and in all cases must be made
24 based on merit (such as highest score on a rating matrix).
- 25 k. When notified there has been a selection, there is a final eligibility review
26 done by the Human Resources Specialist at OCHR-Silverdale to ensure the
27 individual selected is within the area of consideration advertised on the job
28 vacancy announcement.

1 1. The hiring activity administrative personnel then make the formal job offer.
2 Upon acceptance of the job offer, an effective date is established and a Human
3 Resources Assistant at OCHR-Silverdale processes the action in the Defense
4 Civilian Personnel Data System (DCPDS).

5
6 3. I have looked at the vacancy announcements beginning on October 13, 2011, and
7 ending on April 11, 2012, to identify any Pipefitter Supervisor II (WS-4204-14)
8 positions Mr. Olmstead applied to for promotion, was referred on the best
9 qualified certificate (thereby being eligible for selection), and for which he was
10 then not selected. During that time, the only position for which he applied, was
11 referred on the best qualified certificate, and then not selected was Vacancy
12 Announcement 591330.

13
14
15
16
17
18 I declare under penalty of perjury that the foregoing is true and correct.

19
20 Executed this 24st day of January, 2014.

21
22
23
24
25 
26 AMY T. KNAPP
27
28